



Career Opportunity – General Services

OFFSET EQUIPMENT OPERATOR II

Monthly Salary: \$1,924 - \$2,337

Fresno County's General Services-Graphics Communications Division is seeking an experienced Offset Equipment Operator to run an A.B. Deck 350 printing press. Offset Equipment Operator must possess: technical skill and ability to produce quality printed material; knowledge of a wide range of paper and ink types; ability to develop and execute projects under time constraints; and the ability to establish and maintain effective interpersonal relationships at all organization levels.

MINIMUM QUALIFICATIONS:

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| Experience: | Two years of full-time, paid work experience equivalent to that gained as an Offset Equipment Operator I with Fresno County. |
| License: | Possession of a valid California Class "C" Driver's License may be required. |

SAMPLES OF DUTIES:

- Sets up, adjusts and operates an offset printing press for reproduction of a wide variety of printed materials.
- Operates photo camera to make negatives for preparation of master plates.
- Operates platemaking equipment.
- Cleans, maintains, and performs minor repairs on presses and related equipment.
- Plans and schedules printing jobs to economically produce quality work.
- May operate equipment used in bindery work including bulk paper cutter, collator, rotogatherer, paper jogger, stitch and bindery machine, folding machine, paper drill, perforator, paper scorer, labeler and inserting equipment.
- May assign, review and coordinate the work of lower level personnel in duplicating, collating, folding, distributing and other activities related to preparation of printed material.
- Prepares, assembles, and binds printed materials.

CONTINUED ON REVERSE SIDE

➤ **EXAMINATION PROCESS: (Tentative)**

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for one of the following processes listed below:

- **ORAL EXAMINATION** – A panel, consisting of at least 2 members within a similar field of expertise as the vacancy, will ask structured questions to which applicants must respond orally in order to evaluate the specific qualifications of each applicant.
- **RATE AND REFER** – Referral of the accepted applicants to the department with the vacancy for an interview and employment consideration.

➤ **REQUIRED APPLICATION MATERIAL:**

Submit a completed Fresno County employment application between 7:30 a.m. and 5:00 p.m. **(Recruitment may close at any time)** Applications may be submitted in person, by mail or fax, or electronically via our website. Resumes are not accepted in lieu of the completed application.

APPLY AT:

**Fresno County Personnel
2220 Tulare Street
14th Floor Fresno County Plaza
Fresno, CA 93721
(559) 488-3364**

**Telecommunication Devices for the Deaf (TDD) – (559) 262-4833
Website address: www.co.fresno.ca.us**

Should you feel you need a reasonable accommodation for a verifiable disability, please contact the Personnel Office at (559) 488-3364.

Equal Employment Opportunity/Affirmative Action/Disabled Employer

Recruitment may close at any time

OPEN

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